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## Job details

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**Bulletin Number** 21802BR

**Type of Recruitment** Transfer Opportunity

**Department** Chief Executive Office

**Position Title** MANAGEMENT SECRETARY V

**Filing Type** Standard

**Filing End Date** 07/05/2013

**Filing End Time** 5:00 pm PST

**General Information** The Chief Executive Office (CEO) is seeking a highly motivated and well-qualified individual to fill a Management Secretary V position in the Office of Intergovernmental & External Affairs. The successful candidate will report directly to the Assistant, CEO and will provide secretarial support and provide leadership to the secretaries throughout the office.

**Requirements** Candidates must currently hold the payroll title of Management Secretary V or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

**Desirable Qualifications**

- Strong interpersonal skills and communication skills with the ability to work effectively with staff from Board offices, departments and other outside entities;
- Strong working knowledge of the County's structure and reporting lines;
- Strong working knowledge of County policies, procedures, and practices;
- Positive attitude and the ability to work in a high stress and demanding environment;
- Quick learner, capable of performing with minimum instruction.

**Duties**

- Handles the scheduling of appointments and conference calls, prepares materials and room arrangements, including arranging participation of Washington, D.C. and Sacramento advocates by conference call;
- Answers and screens telephone calls for Assistant, CEO;
- Assists in developing plans for Washington, D.C. and Sacramento visits of key County officials;
- Assists in reviewing and processing invoices including the Washington, D.C. and Sacramento advocacy offices;
- Assists with the preparation and coordination for the Board of Supervisor's trips to Sacramento and Washington, D.C.;
- Ensures the maintenance of the State and Federal legislative delegation rosters and the roster of city officials;
- Processes all incoming mail;

- Reviews and proofreads critical correspondence for submission to the CEO and/or Board of Supervisors for signatures;
- Monitors the assignment log and performance evaluation deadlines for the office;
- Ensures the maintenance of historical and current filing system.

**Vacancy Information**

This vacancy is located at the Chief Executive Office, Office of Intergovernmental & External Affairs, 500 West Temple Street, Room 723, Los Angeles, CA 90012.

Interested individuals should submit a cover letter and resume detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Resumes and supporting documents should be received no later than **Friday, July 5, 2013**. and sent to:

Kimberly Arias  
Chief Executive Office  
Human Resources Section  
500 West Temple Street - Room 785  
Los Angeles, CA 90012  
[karias@ceo.lacounty.gov](mailto:karias@ceo.lacounty.gov)

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

**THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION**

**Available Shift** Day  
**Contact Name** Kimberly Arias  
**Contact Phone** 213-974-2797  
**Contact Email** [karias@ceo.lacounty.gov](mailto:karias@ceo.lacounty.gov)  
**Job Field** Secretarial  
**Job Type** Administrative Support

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